

**TOWN OF MOREHEAD CITY
PUBLIC WORKS DEPARTMENT**

706 ARENDELL ST.
MOREHEAD CITY, NC 28557
252.726.6849 FAX 252.726.2267

REQUEST FOR QUALIFICATIONS

Webb Library Bldg.
Structural and Building Systems
Assessment

CLOSE DATE:	Thursday, May 21, 2015
TIME:	Close of Business (5 p.m.)
PLACE	Office E
ADDRESS	704 Arendell St. Morehead City, NC 28557

Table of Contents

- 1) Purpose & Overview
- 2) Scope of Services
- 3) Proposal Content
- 4) Exclusions
- 5) Selection Process
- 6) Selection Criteria
- 7) Submittal
- 8) Attachments

1.0 PURPOSE & OVERVIEW

The Town of Morehead City has operated the Webb Library since 2005 and along with routine maintenance and repair work has periodically undertaken modernization projects to the building which benefits the public utilizing the library's services.

The City is compelled at this time to determine the structural integrity of the building, its building systems and related equipment to develop an understanding of the future needs of the building to continue functioning as its sole Library location. Of equal importance is determining the ability to develop additional programs and functions on a second floor level.

This Request for Qualifications (RFQ) is to solicit proposals for a structural and building systems assessment to determine building structure and building system deficiencies. From that information develop a future building structure and building system repair/replacement cost, with associated timeline, adequate for the continued use of the Webb Library Building as a public facility. The Assessment shall take into evaluation all elements of the structure including footings, foundation, floor, interior and exterior walls, ceiling and roof. Building systems elements shall include plumbing, electrical and mechanical. Included within the electrical system would be the security, communication, and data systems.

2.0 SCOPE OF SERVICES

The consultant is expected to conduct the following activities as part of the study process which shall be considered necessary to evaluate the building's structural condition, building systems components and report findings to the Department:

- A. Administration services necessary to manage and communicate the assessment process, such as but not limited to, project related research, meetings, site visits, review of applicable codes and regulations, preparation of written and detailed graphic materials, confirmation of the accuracy of drawings and other information supplied by the City, as needed invasive examination of structure and building system components, visual observation of pertinent adjacent building site conditions, inventory of construction materials and equipment and other observations related to the building's condition.
- B. Presentations consisting of the Building Structural and Systems Assessment
- C. Recommendations and corrective costs determined from the assessment to the City.
- D. Create and develop a realistic timeline for implementation of the recommendations. Timeline should include and be based on realistic funding capabilities of the City.

3.0 PROPOSAL CONTENT

All respondents must submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the Selection Criteria outlined. The respondents' proposal shall not exceed fifteen pages and must include the following:

- 1. A portfolio of similar projects containing elements described within this RFQ;
- 2. Names and addresses of clients for whom the Consultant has performed similar services;

3. Biographical sketch and qualification of principal employee(s), including subs, who will be performing the services;
4. A confirmation of the understanding of the Scope of Services and capability to perform such services;
5. Proposed timetable for completion of the Scope of Services. Include information regarding current workload ;
6. History of the consultant with regard to timely completion of projects; and
7. Name, address, and telephone number of the contact person.
8. The Respondent shall provide a complete listing of any litigation involving the firm in the past five (5) years. The Respondent shall also provide a listing of dismissal (and/or terminated services) within the past five (5) years.

4.0 EXCLUSIONS

The following items shall not be included in the assessment as unrelated to the building structure and system components:

- A. Library Garden and associated contents
- B. Adjacent walks, curbs and other right of way elements of S. 9th St. and Evans St.

5.0 SELECTION PROCESS

The Selection Committee will review and evaluate all Statement of Qualifications submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Section 6.0. The Selection Committee will interview top ranked firms as part of the evaluation process, as it deems necessary. At the conclusion of the evaluation process the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with the Town. If a contract satisfactory to both parties cannot be negotiated, the Town will then enter into negotiations with the next highest firm and so on until an agreement is reached. This RFP does not commit the City to award a contract.

6.0 SELECTION CRITERIA

All qualified respondents who submit proposals will be considered. The respondents will be evaluated based on the following criteria and Statement of Qualifications should address each of these areas:

Specialized experience, expertise, and qualifications of the firm to be used on this project.	25%
Specialized experience, expertise, and qualifications and depth of key project team members who will be assigned to this project.	20%
Proposed schedule/time frame to complete analysis and the availability of personnel to perform the work within a limited period of time following request of such work.	20%
Project approach and understanding of the scope.	20%
The firm's record of cost effectiveness on previous projects.	15%

7.0 SUBMITTAL

Interested parties are invited to submit a written response to this Request for Qualifications. Five (5) copies of their response must be received by close of business (5 p.m.), **Thursday, May 21,**

2015 at Office E, 704 Arendell St. Morehead City, NC 28557. Any proposals received after this deadline will not be considered. Proposals and inquiries should be addressed to:

Graham Strother
Morehead City Public Works
706 Arendell St.
Morehead City, NC 28557
Telephone: (252) 726-6849 / FAX: (252) 726-2267

END OF RFQ

NOTICE TO ARCHITECTURAL / ENGINEERING FIRMS

The Town of Morehead City is requesting proposals (RFP) for the selection of an architectural/engineering firm to accomplish a structural assessment for the Webb Library Building to identify issues with various building elements such as Building Envelope, Structural Integrity and Building Systems.

Proposals will be received until close of business (5 p.m.) on Thursday, May 21, 2015 at the Office of the Assistant Public Services Director, Office E, 704 Arendell St., Morehead City NC 28557.

The Town of Morehead City reserves the right to reject any and all proposals and to select the proposal deemed to be in the best interest of the City.